## 20 February 1963

M/K STAFF EIRCTES 11 Pebruary 1963

Present: Scorille.

Giller

25X1A

Reber Ledford Cunal ngham

25X1A

Note:

I regret that for a variety of reasons I have not been able to get est minutes of this meeting in time to be of optimum usefulness, but as a matter of record and possible follow-ap, I thought it worthwhile to prepare them even at this late date.

There was a brief discussion concerning the need for some standard operating procedure with Balph Steakley of the JAC. Action - Old to submit written proposal for concurrence.

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reported that Mr. Miller would probably 1D have to be away two days a week on the National SLIMT Program.

25X1A

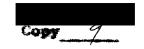
25X1A

25X1D

25X1A

25X1A There was sume discussion of and Others assigned the action to get a program going and various other clarifications of t he matter. 25X1A

5. Colonel Giller cited a note from the effect that the legislative Liaison would like to receive



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25X1D

DD/R Staff Electes

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Director in hearings on the Hill. Subsequent inquiry revealed that he was talking, not about the current space of budget hearings, but on any and all matters where papers may be prepared for the DCI to use before Congress.

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25X1A

- reports and the absence of any particular procedure within the DD/R at this time. It was agreed that trip reports for foreign travel would not rentinely be forwarded to the DD/R, but that any time is the opinion of the AD a trip report would serve as a needel briefing device or a basis for future action, or where important commitments had been made, such reports should be forwarded to the DD/R. In forwarding trip reports, covering comments are requested from the AD highlighting the points of concern, analysis if and as appropriate, plus comments or recommendations made or actions that may have been taken by the AD.
- 25X1A
- 7. It was observed by Colonel Ledford and Mr. Cunningham that the decision to have 3% handle the second new 25X1A increased their already serious requirement for space and manpower. It was requested that a statement on the increased space requirements be furnished in order that he might update our standing statement of space requirements with the Office of Logistics. (This has been done.)

25X1A

Executive Assistant Deputy Director (Research)

Distribution:

1 - Scoville

2 - 611ler

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5 - Willer

25X1A

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7 - Rober 8 - DD/R Subi

9 - SD/R Chroso

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DDR: :: :6561:bb (20 Feb 63)

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